

# REQUEST FOR PROPOSAL

## Addendum # 1



Department Of Executive Services  
Finance and Business Operations Division  
**Procurement and Contract Services Section**  
206-684-1681 TTY RELAY: 711

**DATE ISSUED: April 7, 2004**

RFP Title: **All-Hazards Tactical Plan**

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Requesting Dept./ Div.: **King County Department of Transportation – Transit Division**

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RFP Number: **122-04CMB**

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Due Date: **April 15, 2004 - 2:00 P.M.**

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Buyer: Cathy M. Betts, [cathy.betts@metrokc.gov](mailto:cathy.betts@metrokc.gov) (206) 263-4267

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This addendum is issued to revised the original Request for Proposal, dated March 25, 2004 as follows:

1. The proposal opening date remains the same: Thursday, April 15, 2004, no later than 2:00 p.m. exactly.

**The following changes have been made to the original RFP document as noted  
(changes are in *italics*, blue font, or both):**

1. PART 7 – PROPOSAL REQUIREMENTS, C. Technical Proposal, Item 1, 4<sup>th</sup> bullet, is changed to read:
  - Specify the number of years your organization and individual team members have been providing services applicable to this RFP for tactical *all hazards* planning. Include a description of the team's past experience working together.

(continued on page 2)

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**TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY**

**Sealed proposals will only be received by:**

**King County Procurement Services Section, Exchange Building, 8<sup>th</sup> floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday**

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Company Name

Address		City / State / Postal Code	
Authorized Representative / Title	Signature	Phone	Fax
Company Contact / Title	Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

2. PART 11 – FEDERAL GUIDELINES, Item B, paragraph 1 is changed to read:  
This procurement is subject to a financial assistance contract between the County and the U.S. Department of Transportation. The successful Contractor is required to comply with all terms and conditions prescribed in third party contracts in the grant contract between the U.S. Department of Transportation, *U.S. Department of Justice*, and the County.
3. PART 11 – FEDERAL GUIDELINES, Item F.3, paragraph 1, change to read:  
The Contractor shall provide all information and reports required by the regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County or the Federal Transit Administration (FTA) *or U.S. Department of Justice (DOJ)* to be pertinent to ascertain compliance with such regulations, orders and instructions. The Contractor shall maintain all required records for *at least three (3) years* after the County makes final payment and all other pending matters are closed. Where any information is required and it is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the County or the Federal Transit Administration *or DOJ*, as appropriate, and shall set forth efforts made to obtain the information.
6. PART 11 – FEDERAL GUIDELINES, Item F.4, paragraph 1, is changed to read:  
In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, the County shall impose such contract sanctions as it or the FTA *or DOJ* may determine to be appropriate, including, but not limited to:
7. PART 11 – FEDERAL GUIDELINES, Item F.5, paragraph 1, is changed to read:  
The Contractor shall include the provisions of paragraphs A through E of this section in every subcontract, including procurements of materials and leases of equipment, unless exempt by the regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the County or the FTA *or DOJ* may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that, in the event the Contractor becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the County to enter into such litigation to protect the interests of the County, and in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
8. PART 11 – FEDERAL GUIDELINES, Item P, paragraph 1, is changed to read:  
The Contractor and suppliers may be required to submit evidence to the project manager that the governing air pollution criteria will be met. This evidence and related documents will be retained by the manager for on-site examination by FTA *or DOJ*.

**The following information is provided in response to questions received:**

Q1: What risk assessments will be used to base the tactical planning on? Are these assessments available prior to proposal due date?

*A1: Risk Assessments are underway through a separate contract and by Transit's Security Coordination Team and will not be available prior to due date.*

Q2: Who prepared the risk assessments?

*A2: See the question/response above.*

Q3: The RFP refers to Regional All Hazards Strategic Plan. Does this mean the King County Regional Hazard Strategic Plan currently in draft review with the State or another document? Are copies of the draft RHSP available for review?

*A3: Plan is under development and will be available in draft for review.*

Q4: Does the County have any guidelines or policies in place relative to hazards and tactical planning that are being applied to this process?

*A4: We are looking for proposed methodology from the submitters.*

Q5: In Part 1 under Project Specifications and Scope of Work, the second bullet item states that the goals include: "Position Metro Transit to take advantage of current and future opportunities to better serve its customers through excellence in product and service delivery in emergency situations." Can you provide more detail or examples to this goal in terms of expectations of Metro or work product?

*A5: We'd like to see how we can incorporate results of this planning effort into longer-term business practices to make the system more secure.*

Q6: By reading the RFP document, this is for consulting services right now. My firm only offers services in the area of wireless security monitoring. Can I still submit a proposal?

*A6: Only those who can fulfill all aspects of the RFP document should submit a proposal.*

Q7: Page 7 of the RFP makes reference to the Regional All Hazards Strategic Plan. Is it available for review?

*A7: No. This plan is in-progress and no final document has been given to the County for final review.*

Q8: Is the Consultant that was hired to write the Regional All Hazards Strategic Plan eligible to propose on current RFP?

*A8: Yes.*

Q9: General Question: Is the intent of the King County Transit Division to develop a stand alone single agency plan document to pre-plan all hazards response to the Transit Division? Or is the intent to provide an "addendum document" for inclusion into the existing "King County Comprehensive Emergency Management Plan."

*A9: Stand alone that interfaces with KCCEMP*

Q10: Page 6, Part 3, 3<sup>rd</sup> paragraph, 2<sup>nd</sup> bullet: This statement is very ambiguous and open ended. There needs to be a more precise description of you the client wants included in order to determine the scope of work involved in order to estimate feasibility and costs.

*A10: We want contractor to identify likely Homeland Security events MT will face.*

Q11: PART 4 - PROPOSED PLANNING PHASES AND HIGH LEVEL TASKS, 4<sup>th</sup> bullet: For what agencies and to what level of responder? Is the intent to provide bench marking tactical checklists for the local level primary agency (Metro Transit) or for other agencies and levels of response?

*A11: We are looking for first responder and incident command checklists for Metro Transit that address our initial actions, how we integrate into Unified Incident Command, and longer term operations in an all hazards environment*

Q12: Is the "Regional All-Hazards Strategic Plan" reference in the RFP different than the "King County Regional Homeland Security Strategic Plan" that ICF Consulting is preparing for the King County Office of Emergency Management?

*A12: Same.*

Q13: Could you clarify the nature of the tactical planning (e.g., degree of detail related to field response operations)?

*A13: We are looking for planners with actual police and fire experience who understand UICS.*

Q14: Who are the players for which checklists would need to be developed?

*A14: see Q/A 11.*

Q15: Is there an incumbent on this type of emergency management work?

*A15: New Scope of Work/Plan, thus no incumbent.*

Q16: Will the King County Department of Transportation (DOT) be involved in identify the members of the multi-discipline task force?

*A16: Metro Transit will make that determination.*

Q17: Is there a point of contact from the DOT identified to make information available during the project?

*A17: There will be a Metro Transit POC once the contract has been awarded.*

Q18: What level of participation will the DOT provide in developing the tactical response check lists (the annexes to the basic plan)?

*A18: Metro Transit will review, comment, and provide strategies.*

Q19: As the DOT conducted hazard assessment workshops in the past?

*A19: Yes, and Metro Transit POC has extensive police, emergency management, and fire background along with military counter-terrorism expertise.*

Q20: Will there be a commitment to meeting on a regular basis?

*A20: Yes as determined by Metro Transit.*

Q21: Will answers to the proposal questions be compiled and published? If so, may we receive a copy of the published answers?

*A21: All questions and answers deemed significant to this RFP are provided in this Addendum.*